

memorandum

DATE: OCT 31 2003

REPLY TO

ATTN OF: EM-11 (Sandra Waisley, 202-586-3087)

SUBJECT:

Direction and Guidance for Implementing Direct DOE Relationship and Funding for the Environmental Management Site-Specific Advisory Board (EMSSAB)

TO:

Distribution

This memorandum is to inform you of Assistant Secretary Jesse Robinson's direction and guidance for implementing a DOE direct relationship and funding approach for EM's nine Site-Specific Advisory Boards (Boards). A two-step process will be used to fulfill the objective of implementing a direct relationship with the Boards by October 1, 2004. The process will be discussed in the EMSSAB Designated Deputy Federal Officers and Federal Coordinators meeting scheduled for November 4, 2003, 1:30 – 2:30 p.m.

The process includes short-and long-term options that are summarized in the two attachments. The sites' selected short-term options should be implemented immediately and long-term options by October 1, 2004. The AS has directed that the site managers select one of the three options described in the attached plans, and one of the two options offered for the long term. She believes these options provide each site the flexibility needed to make the transition successful – both from a SSAB perspective as well as the sites. Please note that short-term option #3 and long-term option #5 are exactly the same.

Since the Fernald, Hanford, Idaho, Northern New Mexico, and Rocky Flats Boards are already operating under one of the identified short-term options, only the Savannah River, Oak Ridge, and Paducah sites need to select a short-term option. Further, the AS has directed that all site managers submit their preferred long-term option and associated implementation plan to her by April 2, 2004, prior to the next EMSSAB Chairs meeting which is being held in Washington, D.C. that month. This will have offered EM-1 the opportunity to review the detailed implementation proposals before the April SSAB Chairs meeting.

If you have any further questions, please call me at (202) 586-3087 or Sharon Ruehl (202) 586-8642.

Sandra L. Waisley
Sandra L. Waisley
Designated Federal Officer

Attachments



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Gerald Boyd, Manager, Oak Ridge Operations Office

cc:

Roger Butler, EM-10

DESCRIPTIONS OF FIVE OPTIONS

SHORT-TERM:

Option #1: Execute DOE Support Services Contract w/ a Section 8(a) Small Business

The Site Specific Advisory Board (SSAB) is financially administered through an 8(a) small business prime contract to the Department of Energy (DOE). The 8(a) fully manages SSAB funds with direction from DOE and in consultation with the SSAB. The 8(a) contractor either provides and/or procures the services of an administrator, technical advisor, and facilitator. For FY 2004 an M&O/prime contractor employee could come under contract to the 8(a) business via a *Work for Others* arrangement. The SSAB continues to interact and exchange/obtain information from the site M&O/prime contractor on an as-required or needed basis. This approach will be used until the preferred long-term approach can be implemented by October 1, 2004.

Option #2: Use an Existing DOE Support Services Contract

The Site Specific Advisory Board (SSAB) is financially administered through an existing DOE support services contract. A Task Statement, with the required statement of work to support the SSAB, is added to the contract. The support services contractor fully manages SSAB funds with direction from DOE and in consultation with the SSAB. Services of an administrator, technical advisor, and facilitator are provided either by the contractor and/or through a subcontract(s). For FY 2004 an M&O/prime contractor employee could come under contract to the DOE contractor via a *Work for Others* arrangement. The SSAB continues to interact with the site M&O/prime contractor to obtain and exchange information on an as-required or needed basis. This approach will be used until the preferred long-term approach can be implemented by October 1, 2004.

Option #3: DOE Federal Management and Support (100%)

DOE fully manages the funds and provides needed Board support, using no federal support services contract(s). The SSAB and DOE, develops an annual budget and reaches agreement on how to allocate and expend funds for facilitation services, technical consulting, travel, supplies, equipment purchase and maintenance, meeting rooms, advertising, postage, printing, outreach, and other expenses. DOE federal employees provide directly administrative support, travel management, and office space with telephones, copiers, and other telecommunications services. To maintain independence, from DOE, the SSAB may direct DOE to contract for a non-DOE facilitator and, most likely, an external technical advisor. However, some Boards already use a DOE facilitator and/or the Designated Deputy Federal Officer to function in this role. For FY 2004 an M&O/prime contractor employee could come under contract to the DOE contractor via a *Work for Others* arrangement. The SSAB continues to interact with the DOE M&O/prime contractor to obtain and exchange information on an

as-required or needed basis. This approach will be used until the preferred long-term approach can be implemented by October 1, 2004.

LONG-TERM:

OPTION #4: Non-Profit Organization (Section 501(C)3 IRS Code)

A. Description: The Site Specific Advisory Board (SSAB) is incorporated as a non-profit corporation, under state and federal laws. This would permit the SSAB to receive financial assistance through a grant from the Department of Energy. The SSAB fully manages funding provided via the grant with minimum support from DOE.

OPTION #5: DOE Federal Management and Support (100%)

DOE fully manages the funds and provides needed Board support, using no federal support services contract(s) or *Work for Others* arrangements with the M&O/prime contractor. The SSAB, in partnership with DOE, develops an annual budget and reaches agreement on how to allocate and expend funds for facilitation services, technical consulting, travel, supplies, equipment purchase and maintenance, meeting rooms, advertising, postage, printing, outreach, and other expenses. DOE federal employees provide direct administrative support, travel management, and office space with telephones, copiers, and other telecommunications services. To maintain independence, from DOE, the SSAB may direct DOE to hire a non-DOE facilitator and, most likely, an external technical advisor. However, some Boards already use a DOE facilitator and/or the Designated Deputy Federal Officer to function in this role. Any *Work for Others* contracts with M&O/prime employees that were in force during FY 2004 must be terminated. The SSAB continues to interact with the DOE M&O/prime contractor to obtain and exchange information on an as-required/needed basis.